



Management and Program Analyst

\$50,703 - \$86,801

Open Period: September 6, 2007 to October 5, 2007

Series & Grade: AD-0343-00

Position Information: Full-Time, Permanent

Duty Locations: 2 vacancies - Washington, DC

Who May Be Considered: Applications will be accepted from United States citizens and nationals.

Job Summary:

Make a Career Connection! We are looking for individuals who would like to come to work for a small, independent agency whose mission is dedicated to improving the electoral process and whose work touches the lives of every American citizen. We work very hard to ensure that all eligible citizens have the right to vote and have their votes counted accurately. Every U. S. Election Assistance Commission (EAC or Commission) employee is proud to be a part of a team that works together to assure that every vote counts. Consider a position at the EAC as your career choice.

Join the team! This position is located in the Election Administration Support Division. The primary function of the Division is overseeing Federal funds administered by States and Territories to help them meet the mandates of the Help America Vote Act (HAVA). In this regard, the Division assists in and oversees States' administration and reporting of Federal funds provided under HAVA. In addition, the Division manages EAC's Help America Vote College Program which encourages students to serve as poll workers and poll assistants, through grants to colleges and other non-profits. The Division also grants funds to the National Student Parent Mock Election (NSPME). Other important functions of the Division include providing information to States on their responsibilities under the National Voter Registration Act (NVRA), maintaining the National Mail Voter Registration Form, and producing a Report to Congress assessing the impact of the NVRA on the administration of federal elections, as required by that statute. Additionally, the Division is responsible for the EAC Language Accessibility Program to assist election administrators in implementing services for voters with limited English proficiency. Finally, individual members of the Division also may be called on to manage Commission research projects conducted to meet HAVA requirements. Familiarity with the structure of the U.S. election administration process and with Federal election law is not a prerequisite for this position.

Major Duties:

As a member of the Election Administration Support team, the incumbent will:

- Contribute to the management of HAVA payments to states, the Help America Vote College Program, and the National Student Parent Mock Election grants by:
 - answering applicants' and recipients' questions on the application process and the proper use, management, and reporting of Federal funds received;
 - analyzing financial and descriptive reports filed by recipients and seeking clarification, where needed;
 - providing oral and written summaries of grantee activities for the Commission, which will be used in reports to Congress and to the public; and
 - tracking activities established to monitor reporting by HAVA funds recipients, responses to recipients' questions, and the resolution of audits of HAVA fund recipients.
- Support the implementation of the NVRA by:
 - providing information to states on their responsibilities under the NVRA;
 - updating the National Mail Registration Form;
 - assisting in the preparation of a Report to Congress on the impact of the NVRA on the administration of federal elections.
- Contribute to the management of the EAC Language Accessibility Program, which assists election administrators in implementing services for voters with limited English proficiency
- Prepare information and presentations to be presented at conferences, Commission hearings, and EAC public meetings on subjects related to the work of the Election Administration Support Division.

The Successful Candidate Will Have:

- Strong analytical, problem solving and research skills.
- Strong ability to communicate orally and in writing
- Ability to work independently with minimal supervision.
- Ability to work cooperatively with others to accomplish agency goals

Qualifications:

You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform.

Specialized experience is evidenced by performing a variety of progressively responsible and high-level assignments or activities associated with:

- using various analytical tools to construct and analyze large data sets from multiple sources;

- identifying and resolving problems or issues which may cross organizational and disciplinary boundaries and impact the accomplishment of agency goals and objectives;
- researching and conveying complex policy requirements; and
- operating independently in managing individual work assignments or projects.

Basic Requirement: B.A. or B.S., and one year of specialized experience.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Knowledge of quantitative and qualitative techniques and tools used to measure and analyze data.
2. Skill in performing research and analysis and incorporating findings into reports and memoranda.
3. Strong interpersonal skills and an ability to work with others on cross-functional teams.
4. Ability to manage Federal grants.
5. Ability to speak Spanish, Chinese, Vietnamese, Japanese, Tagalog, Korean, or any Native American language (**desirable**).

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty.
More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run. You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

Payment of relocation expenses is NOT authorized.

How To Apply:

You must submit your application or resume so that it will be received by the closing date of the announcement.

Applicants must submit an Optional Application for Federal Employment, OF 612, which is available at <http://www.opm.gov/Forms/html/if.asp>, or a resume that includes the same information. The application must include education, experience, foreign language ability and level of proficiency in reading, writing and speaking the language, current salary, date of birth, professional qualifications, and the names and contact information of three references (to be contacted only with subsequent permission of the applicant).

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Contact Information:

Sheila Banks
Phone: 202-566-3100

Or write:
U.S. Election Assistance Commission
1225 New York Avenue, NW
Washington, DC 20005

What To Expect Next:

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application materials.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



Send Mail

Send Mail to:

U.S. Election Assistance Commission
1225 New York Avenue, NW
Washington, DC 20005



Questions?

For questions about this job:

Sheila Banks
Phone: 202-566-3100